

Arizona Department of Real Estate
2005 Directory of Substantive Policy Statements

No. 2005.01

Short Title: **Acceptable Forms of Payment**

Description: Methods of payment accepted by the Department.

Effective Date: June 18, 1999, Revised & Renumbered 5/28/04, Revised & Renumbered 4/01/05.

No. 2005.02

Short Title: **Attendance Requirements for Credit & Enforcement**

Description: Circumstances when a licensee is entitled to credit for a class.

Effective Date: June 18, 1999, Revised & Renumbered 5/28/04, Renumbered 4/01/05.

No. 2005.03

Short Title: **Disclosure of Licensee's Home Address**

Description: Circumstances under which a licensee's home address must be disclosed.

Effective Date: June 18, 1999, Revised & Renumbered 5/28/04, Renumbered 4/01/05.

No. 2005.04

Short Title: **Unlicensed Assistants**

Description: Clarification of tasks that can be delegated to an unlicensed assistant.

Effective Date: June 18, 1999, Revised & Renumbered 5/28/04, Renumbered 4/01/05.

No. 2005.05

Short Title: **Access to Arizona Real Estate Law Book on the World Wide Web**

Description: Unrestricted access to the Arizona Real Estate Law Book on the Department's Web-Site meets the requirement of statute.

Effective Date: December 6, 1999, Renumbered 5/28/04, Renumbered 4/01/05.

No. 2005.06

Short Title: **Electronic Record Keeping**

Description: Conditions under which brokers may keep required records electronically.

Effective Date: August 15, 2000, Revised & Renumbered 5/28/04, Renumbered 4/01/05.

No. 2005.07

Short Title: **Department investigation of Cases Involving Civil Litigation**

Description: Investigation of complaints and pursuit of civil remedies.

Effective Date: June 18, 1999, Revised & Renumbered 5/28/04, Renumbered 4/01/05.

No. 2005.08

Short Title: **Payment of Commission after License Expiration or Transfer of Employment**

Description: Department's position concerning payment of a commission to a licensee after the licensee has changed employing brokers or the license has expired.

Effective Date: June 18, 1999, Revised & Renumbered 5/28/04, Renumbered 4/1/05.

No. 2005.09

Short Title: **Non-commercial Requests to Inspect Records and Fees for Copies**

Description: Availability of Department's records and the estimated time for production.

Effective Date: June 18, 1999, Revised & Renumbered 5/28/04, Renumbered 4/1/05.

No. 2005.10

Short Title: **Electronic Signatures**

Description: Acceptance of a broker's electronic signature on contracts and agreements.

Effective Date: November 5, 2004, Renumbered 4/01/05.

No. 2005.11

Short Title: **Subdivision Public Report Application Form, Changes**

Description: Frequency of changes to the Applications for Subdivision Public Report and provision for comment by stakeholders.

Effective Date: April 1, 2005.

No. 2005.12

Short Title: **Continuing Education, Residential Resale Purchase Contract**

Description: Interprets the requirement for 'other education or experience' for a real estate instructor to be qualified to teach an class on the 2005 Arizona Association of Realtors® Residential Resale Purchase Contract.

Effective Date: April 1, 2005.

No. 2005.13

Short Title: **Agent Responsibility to Client**

Description: Interprets the duties of a licensee set out in revised Commissioners Rules.

Effective Date: Revised 6/1/2001, Revised & Renumbered 5/28/04, Revised & Renumbered 4/8/05.